



Annual Water Use Report Form

Please print permittee's name and address
below if different from that shown at left.

Dear Permittee:

Phone # (____)_____

Iowa water use **permit holders are required** to report the amounts of water used each year. Report the water use as "0" if no water was used during the year. Complete and return the water use form to the Department of Natural Resources by **January 31 of each year**. The Department's mailing address is found on the bottom of this page.

INSTRUCTIONS TO COMPLETE THE REPORT FORM:

Each number in the instructions corresponds to a number on the water use report form shown on the reverse side. Do not complete the report form until the end of a water use period.

1. **PERMIT NUMBER:** This refers to the number that appears on the mailing label above and/or on your water use permit. (Public water supplies: Please note that this number is not your PWSID number.)
2. **PERMIT HOLDER:** This refers to the person whose name is officially recorded on the water use permit.
3. **UNITS WATER USE REPORTED IN:** Indicate the units in which you are reporting your water use (i.e. gallons, acre-ft, etc.). If you are using units other than those given, please specify in the space provided.
4. **TYPE OF SOURCE USED:** **If a permit allows withdrawals from more than one source (e.g., from a stream and a well, a pond and a well, etc.) separate water use reports are required for each source, including standby sources.** If a permit includes more than one well and they are all in the same aquifer, they are considered one source; therefore, one water use report can be used. If they are in different aquifers, they are considered separate sources and separate reports must be filed.
5. **STATIC WATER LEVEL:** Static water level must be measured annually for each well. Measurement should be taken prior to the first spring use for seasonally used wells, or prior to March 31 for wells used throughout the year.
6. **DETERMINATION OF WATER USE:**
METERING: If a flow meter was used to determine water use, check this box.
CALCULATIONS: If your system is not equipped with a flow meter, use one of the following methods:
GALLONS: Multiply the system's operating capacity (in gallons per minute) by the number of hours the system is run and multiply that result by 60 to obtain gallons.
Example: During July, an irrigation system using 700 gallons per minute is run for 170 hours.
 $700 \text{ gal/min} \times 170 \text{ hrs} \times 60 \text{ min/hr} = 7,140,000 \text{ gallons}$
ACRE-FEET: Multiply the number of acres irrigated by the number of inches of water applied and divide by 12 to obtain acre-feet. (To convert to gallons, multiply acre-feet by 326,000)
Example: During August, 4.5 inches of water is applied to 31 acres of land.
 $4.5 \text{ inches} \times 31 \text{ acres} / 12 \text{ inches/foot} = 11.63 \text{ acre-feet (or 3,790,000 gallons)}$
7. **YEAR:** This refers to the calendar year for which you are reporting your water usage
- 8.-11. **WATER USE APPLICATIONS:** Complete only the section or sections that apply to you.
12. **TOTAL:** Add up the values in each column and enter the totals in this row.

Please contact Michael Anderson at (515) 725-0336 if you have any questions or need further information.

ANNUAL WATER USE REPORT FORM

(Read instructions on reverse side before completing.)

1. PERMIT NO: _____

4. TYPE OF SOURCE USED:
(Follow instructions carefully.)

☐ Well ☐ Gravel Pit/Quarry
☐ Stream ☐ Reservoir/Lake/Pond

2. PERMIT HOLDER (Please print): _____

Name of water source: _____

3. WATER USE REPORTED IN:

☐ ACRE-FEET
☐ GALLONS
☐ OTHER (Specify): _____

5. STATIC WATER LEVEL (Well #, Depth to water surface, prior to withdrawal, in ft)

Well # __, ____ ft Well # __, ____ ft Well # __, ____ ft
(If more wells are included in permit, list static water levels on a separate attached sheet.)

6. DETERMINATION OF WATER USE: ☐ Metering ☐ Calculation

7. YEAR		8. IRRIGATION			9. Municipal, Industrial, Commercial	10. AGGREGATE PRODUCTION/ MINING		11. OTHER
200__		CORN / BEANS	Specialty Crop: (fruits & vegetables)	GOLF COURSE / SOD FARM		DEWATERING	WASHING	(wetland development, recreational, etc.)
		Acres:	Acres:	Acres:				
MONTHLY WATER USE	JAN							
	FEB							
	MAR							
	APR							
	MAY							
	JUN							
	JUL							
	AUG							
	SEP							
	OCT							
	NOV							
	DEC							
12. TOTAL								

NAME (Print) _____

SIGNATURE & DATE _____

REPORT PREPARED BY: ☐ Permit Holder ☐ Agent ☐ Tenant ☐ Consultant ☐ New Owner ☐ Other (Specify) _____